

WISCONSIN WORKS (W-2) AGENCY FACT-FINDING REVIEW

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Participant Name	Case Number
PIN	Fact-Finding Date

Appearance:

☐ In Person

☐ Represented

☐ No Appearance

Attendance:

Issue(s):

Program(s) Affected: (check all that apply)

☐ W-2 Payment

☐ Medicaid

☐ Food Stamps

☐ Child Care Assistance

☐ Emergency Assistance

☐ Other

Documentation Submitted: (Attach copies)

Summary of Facts:

Sworn Statement:

I swear or affirm that I have read the above report of facts and that it is true and correct to the best of my knowledge.

Participant Signature	Date Signed
Fact-Finder Signature as Witness	Date Signed

Fact-Finding Decision: (Cite Handbook, Policy Manual, Statutes, etc.) _____

☐ **W-2 Agency Action Upheld**

☐ **W-2 Agency Action Overturned**

If the W-2 agency has not complied with the Fact-Finding Decision within 10 days of the Decision Date shown below, please contact the Fact-Finder.

Fact-Finder Signature	Fact-Finder Phone Number ()	Decision Date
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W-2, County/Tribal Agency

Address	City	State	Zip Code
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DEPARTMENTAL REVIEW OF W-2 FACT-FINDING

If you do not agree with the decision of the W-2 Agency Fact-Finder, you may request a Departmental Review. You must request a Departmental Review within 21 days of the date of the Fact-Finding Decision. Late requests will not be accepted. To ask for a Departmental Review, send a written request to: Department of Administration, Division of Hearings and Appeals, PO Box 7875, Madison, WI 53707-7875.

FAIR HEARING

The Fact-Finding process applies only to the W-2 program. You may request a separate Fair Hearing on a denial or reduction of Food Stamps, Medical Assistance and/or Child Care. A Fair Hearing must be requested within 45 days of the action's effective date for Medical Assistance and Child Care and within 90 days of the action's effective date for the Food Stamp program. To ask for a Fair Hearing, send a written request to: Department of Administration, Division of Hearings and Appeals, PO Box 7875, Madison, WI 53707-7875.